

2. Purchase Request Change Order Screen (FM014)

The Purchase Request Change Order Screen (FM014) is used to modify or cancel an open, approved Purchase Request Document (FM030). Modifications can be made to an entire document or individual line item(s) within the FM030. Modifications may be made to increase or decrease the quantity or amount of the requisition, change the Accounting Code Classification Structure (ACCS) or cancel the requisition entirely

The FM014 is displayed below:

PURCHASE REQUEST CHANGE ORDER SCREEN (FM014 VER.1.176.0.0)

TRANS: NO	<input type="text"/>	DATE	<input type="text"/>	GL END DATE	<input type="text"/>	FEDSTRIP	<input type="text"/>
DOC: TYPE	<input type="text"/>	NO	<input type="text"/>	DATE	<input type="text"/>	NOTES	<input type="text"/>

NTE \$ CURRENT	<input type="text"/>	TOTAL \$ CURRENT	<input type="text"/>
NTE \$ REVISED	<input type="text"/>	TOTAL \$ REVISED	<input type="text"/>
Yes No		DIFFERENCE	<input type="text"/>
APPROVED	<input type="radio"/> <input checked="" type="radio"/>		ROUTING <input type="text" value="N"/>

LINE ITEM #	QUANTITY	UNIT PRICE	ITEM TOTAL \$
FEDSTRP			
DESCR			
CURRENT	<input type="text"/>	<input type="text"/>	<input type="text"/>
REVISED	<input type="text"/>	<input type="text"/>	<input type="text"/>

MDL #	%	QUANTITY	ACCS	FUNDS AVAIL	OVER-RIDE	MDL TOTAL \$
CURRENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REVISED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CUR ACCS	<input type="text"/>					
REV ACCS	<input type="text"/>					

OK CANCEL

Figure 1 - FM014 Purchase Request Change Order Screen

FM014 Control Block Field Description

TRANS: NO	<input type="text"/>	DATE	<input type="text"/>	GL END DATE	<input type="text"/>	FEDSTRIP	<input type="text"/>
DOC: TYPE	<input type="text"/>	NO	<input type="text"/>	<input type="text"/>	DATE	<input type="text"/>	NOTES

Figure 2 FM014 Control Block

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Trans: No</i>	This field displays the unique transaction number used to identify this Purchase Request change order transaction in CFS.	System- generated
<i>Date</i>	This field displays the date of the transaction.	System- generated
<i>GL End Date</i>	This field displays the general ledger period the Purchase Request change was entered.	Derived
<i>FEDSTRIP < ></i>	This field displays the information pertaining to FEDSTRIP transactions.	Optional. Pop-up window
<i>Doc: Type</i>	This field displays the document type of the original purchase request change document.	Required LOV available
<i>Doc: No</i>	This field displays the document number of the original purchase request change document.	Required LOV available
<i>Date</i>	This field displays the approval date of the transaction.	System-generated.
<i>Notes < ></i>	This field displays 240-characters used to record notes or comments pertaining to the on-line request change.	Optional Pop-up window

FM014 Approval Block Field Description

NTE \$ CURRENT	<input type="text"/>	TOTAL \$ CURRENT	<input type="text"/>
NTE \$ REVISED	<input type="text"/>	TOTAL \$ REVISED	<input type="text"/>
Yes No		DIFFERENCE	<input type="text"/>
APPROVED	<input type="radio"/> <input checked="" type="radio"/> <input type="text"/>		ROUTING <input type="text" value="N"/>

Figure 3 FM014 Approval Block

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>NTE \$ Current</i>	This field displays the current not to exceed (NTE) amount - <i>used for Blanket Purchase Agreements (BPA) documents.</i>	Derived
<i>Total \$ Current</i>	This field displays the current total dollar amount of the original purchase request document.	Derived
<i>NTE \$ Revised</i>	This field displays the revised not to exceed (NTE) amount - <i>used for Blanket Purchase Agreements (BPA) documents.</i>	Derived
<i>Total \$ Revised</i>	This field displays the revised (modified) total dollar amount of the purchase request document.	Derived
<i>Difference</i>	This field displays the net change amount between the total of the original purchase request document and the total of this purchase request change.	Derived
<i>Approved</i>	This field indicates whether the purchase change request is approved for processing. Valid values are Y for Yes and N for No.	Required
<i>Approval: Requester & Date:</i>	This field indicates the purchase change requestor's name and date of approval or denial.	System-generated
<i>Routing</i>	This field indicates the approval routing of purchase change order request.	System-generated

FM014 Line Item# Block Field Description

LINE ITEM # <input type="text"/>		QUANTITY	UNIT PRICE	ITEM TOTAL \$
FEDSTRP <input type="text"/>	DESCR <input type="text"/>	CURRENT <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	REVISED <input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 4 FM014 Line Item # Block

<u>Field Name</u>	<u>Definition</u>	<u>Attributes</u>
<i>Line Item #</i>	This field displays the item number.	Derived
<i>Fedstrip < ></i>	This field displays the current FEDSTRIP information pertaining to the item.	Derived Pop-up window
<i>Current: Descr < ></i>	This field displays the current description for the item.	Derived Pop-up window
<i>Current: Quantity</i>	This field displays the current quantity for the item.	Derived
<i>Current: Unit Price</i>	This field displays the current unit prices for the item.	Derived
<i>Current: Item Total</i>	This field displays the current total amount for the item.	Derived
<i>Revised: Quantity</i>	This field displays the new total quantity for the item.	Optional
<i>Revised: Unit Price</i>	This field displays the new total unit price for the item.	Derived
<i>Revised: Item Total Amount</i>	This field displays the revised amount for the item.	Derived

FM014 Multiple Distribution Line (MDL) Field Description

MDL #	%	QUANTITY	ACCS	FUNDS AVAIL	OVER-RIDE	MDL TOTAL \$
CURRENT						
REVISED						
CUR ACCS						
REV ACCS						

Figure 5 FM014 Multiple Distribution Line (MDL) Block

<u>Field Name</u>	<u>Description</u>	<u>Attributes</u>
MDL #	This field displays the multiple account distribution (MDL) line number for the item account distribution.	Derived
Current: %	This field displays the current total percentage of the MDL to be charged to the item account classification.	Derived
Current: Quantity	This field displays the current quantity of the MDL that is charged to the item account classification.	Derived
Current: ACCS <>	This field displays the current account classification code (ACCS) that is identified with the MDL.	Derived
Current: Funds Avail	This field displays whether funds are currently available to commit.	Derived
Current: Override	This field displays whether funds override was required for the current detail item.	Derived
Current: MDL Total	This field displays the current total amount for the original item MDL.	Derived
Revised: %	This field displays new percentage of the MDL.	Required
Revised: Quantity	This field displays the new quantity of the MDL.	Required
Revised: ACCS <>	This field displays the new account classification code (ACCS).	Required
Revised: Funds Avail	This field displays whether funds are currently available to commit.	Derived
Revised: Override	This field displays whether the revised detail item requires funds override.	Derived

MDL #	%	QUANTITY	ACCS	FUNDS AVAIL	OVER- RIDE	MDL TOTAL \$
CURRENT						
REVISED						
CUR ACCS						
REV ACCS						

Figure 6 FM014 Multiple Distribution Line (MDL) Block Continued

Revised: MDL Total	This field displays the revised total amount for the original item MDL.	Derived
Current: ACCS <>	This field displays the current account classification code (ACCS) that is identified with the MDL.	Derived
Revised: ACCS <>	This field displays the new account classification code (ACCS).	Required

Entering a Purchase Request Change on the FM014:

Perform the following steps in order to enter a Purchase Request Change:

PURCHASE REQUEST CHANGE ORDER SCREEN (FM014 VER-1.176.0.0)

TRANS: NO	15	DATE	09-JAN-2006	GL END DATE	31-JAN-2006	FEDSTRIP	
DOC: TYPE	MISC	NO	387	0	0	DATE	05-JAN-2006
NTE \$ CURRENT				TOTAL \$ CURRENT		1,000.00	
NTE \$ REVISED				TOTAL \$ REVISED		1,000.00	
Yes No				DIFFERENCE		.00	
APPROVED		<input type="radio"/> <input checked="" type="radio"/>				ROUTING Y	

LINE ITEM #	QUANTITY	UNIT PRICE	ITEM TOTAL \$
FEDSTRP	DESCR	CURRENT	G
	N	REVISED	G
	1.000	1,000.0000	1,000.00
	1.000	1,000.0000	1,000.00

MDL #	%	QUANTITY	ACCS	FUNDS AVAIL	OVER-RIDE	MDL TOTAL \$
CURRENT	100.000	1.000		Y		1,000.00
REVISED	100.000	1.000				1,000.00
CUR ACCS 14 28L4S0N-P00 01 02-08-01-000 06-02-0004-01-00-00-00 41-12-00-00 003012						
REV ACCS 14 28L4S0N-P00 01 02-08-01-000 06-02-0004-01-00-00-00 41-12-00-00 003012						

OK CANCEL

Step	Action
1	Select the Purchase Request Change/FM014 option from the Navigator Menu (Procurement, Transactions) and double click to display the screen.
2	Enter the requisition document type in the Doc: Type field or double click to select from the List of Values (LOV)
3	Tab or click to the Doc: No field. Enter the requisition number and 0 for the Release No or double click to select from the List of Values
4	Tab through the G/L End Date field and verify that the current General Ledger period appears
5	Tab or click into the Revised field in the Line Item block. For each Line Item on the Purchase Request, Enter to change the Quantity Amt. Or to change Unit price of the Purchase request as required.
6	Tab or click to the Revised % field to change the percentage distribution as required.
7	Tab or click to the Revised Quantity field to change to change the number of items

Step	Action
8	Tab or click to the ACCS field. Double click to enter the ACCS pop up and change the ACCS. Press the PREV button to save your changes and exit the ACCS pop up.
9	After reviewing your document, click into the Approved field and check Y . Press TAB or Enter to approve the FM014.
10	After approval the FM014 will be routed on the WF002 to the 2 nd level approver